

Job Description
Missouri State Highway Patrol

Class Title: Automotive Technician II

Title Code: V00612

Effective Date: 09/20/94

Date Reviewed: 01/12/06 LR

Date Revised: 01/12/06

Immediate Supervisor: Automotive Technician Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a position where the employee performs general repair and maintenance on Patrol vehicles. Duties also include cleaning and maintaining the work area as well as ordering and picking up parts and supplies. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks, which may be found in positions of this class.)

Performs detailed diagnosis and repair of automotive electrical systems including starting, charging and lighting systems.

Performs detailed diagnosis and repair of automotive fuel systems including fuel lines, pumps, tanks and injection systems.

Performs detailed diagnosis and repair of automotive cooling systems.

Diagnoses and repairs automotive steering, suspension and braking systems.

Performs wheel alignments. Diagnoses and repairs vehicle frame defects.

Performs detailed diagnosis and repair of automotive power train electronic control systems.

Performs power train repairs to engines, transmissions and drive axles.

Performs basic diagnosis and repair to automotive supplemental restraint systems.

Performs diagnosis and repair of automotive evaporative emissions systems.

Diagnoses and repair automotive exhaust systems.

Performs minor body repairs and replacement to automotive body parts including replacement of bumpers, door latches and handles, door glass, window regulators, mirrors, trim, etc.

Performs adjustments to automotive body parts to ensure proper alignment and operation.

Mounts, balances, and repairs tires.

Performs preventative maintenance on Patrol vehicles.

Performs Missouri Motor Vehicle Inspections.

Maintains and installs emergency lighting and sirens.

Fabricates brackets and other small parts necessary for the installation of emergency lighting and sirens.

Transports patrol vehicles to and from dealerships; drives serviced vehicles to ensure they are operating properly.

Picks up, delivers and unloads parts or supplies.

Prepares appropriate paperwork documenting any maintenance or repairs.

Performs other related duties as assigned.

Travels statewide to repair and/or retrieve disabled Patrol vehicles.

Performs maintenance and repairs to Patrol gas pumps.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Detailed knowledge of the standard practices, methods, tools and equipment of the automotive mechanic trade.

Detailed knowledge of automotive systems including but not limited to steering, suspension, brakes, engines, transmissions, drive axles, fuel, cooling, electrical, and engine and body control systems.

Detailed knowledge of the occupational hazards and standard safety precautions of the automotive mechanic trade.

Skill in the diagnosis and repair of major defects in motor equipment.

Skill in the use of tools and in operation of equipment, including computer diagnostic equipment, utilized in the automotive technician trade.

Skill in performing minor welding tasks using oxy-acetylene and electric arc welding equipment.

Ability to operate personal computer to generate work orders and maintain a small parts inventory.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain effective working relations with others.

Ability to document repairs and parts used on Patrol vehicles.

Ability to work under varying climatic conditions.

Ability to work independently with general supervision.

Ability to lift and move parts, tools and supplies associated with a garage facility.

Ability to position self and equipment necessary to repair and inspect Patrol vehicles.

Ability to test-drive vehicles as required.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

Successful completion of a two-year automotive mechanics course or two years of experience in a position where the primary responsibility is automotive maintenance and repair.

AND

One year of experience as an Automotive Technician or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Possess a valid Driver's License.

Must be at least eighteen years old at the time of appointment.

Possess or obtain a Missouri Motor Vehicle Inspection Permit by the end of the probationary period.